Basic Pay – Change Pay Scale to Pay Band (Salary)

Purpose	Use this procedure to update an employee's Basic Pay (0008) infotype when the pay changes from pay scale to pay band (salary).
Trigger	Perform this procedure when the employee's *Basic Pay* (0008) infotype did not update correctly during the Appointment Change Action (**PA40**).
Prerequisites	• Employee's Basic Pay (0008) infotype changes from Pay Scale to Salary.
End User Roles	In order to perform this transaction you must be assigned the following role: Personnel Administration Processor, and Payroll Processor

Change History	
Date	**Change Description**
7/27/2009	Convert procedure in new template.

Menu Path	Human Resources → Personnel Management → Administration → HR Master Data → Maintain
Transaction Code	PA30

Helpful Hints	• This situation may happen when an employee has an appointment change from a classified general government position to a WMS/Exempt position.

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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error	**Example**: Make an entry in all required fields. **Action**: Fix the problem(s) and then click (Enter) to validate and proceed.
Warning	**Example**: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action. Otherwise, click (Enter) to validate and proceed.
Confirmation or	**Example**: Save your entries. **Action**: Perform the required action to proceed.

Procedure

1. Start the transaction using the above menu path or transaction code **PA30**.

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. **Example**: 40000100

3. Click the box to the left of **Basic Pay** to select.

4. Click (Enter) to validate the information.

5. In the **Time** period section, click Period and enter the From date as the effective date of the Basic Pay record.

6.

Click [icon] (Create) to create a new record.

7. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Reason	R	The reason for the change in pay. [i] If you do not know the number for the Reason, you can click the [icon] (Matchcode) to open the selection list. **Example**: 20 – Appointment Change

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Level	N/A	This defines the step within a range for compensation. ℹ️ Level A will default into the field. The PS Level is used to reflect the salary for a General Government employee and defines this as Indirectly Valuated. You may need to change the level. **Example**: A (This is not applicable for this transaction)
Next Increase	C	This is the date of the next scheduled increase in the employee's pay. This is also known as the periodic increment date. ℹ️ If this field is blank for the *Classified* employee, they will not receive their pay increment. **Example**: 01/01/2010
Annual Salary	C	This is the dollar amount that the employee receives as pay per year. ℹ️ If the employee is WMS, Higher Ed Exempt, Students, Non Classified Elected Official, Non Classified Exempt Management Service, Non Classified Non Pay Scale, Non Classified Board Members you must enter the annual salary in this field. Entering the salary defines this person as Directly valued. **Example**: 25,952.00
Wage Type	C	It separates amounts and time units for various business processes. ℹ️ The wage type of 1003 should default in if the employee is monthly. Wage type 1001 should default in if the employee is hourly. Enter the wage type if the field is blank. ℹ️ You can also enter wage types for Shift Difference and Assignment Pay. **Example**: 1003 Pay Period Salary

8. Click ✅ (Enter) to validate the information.

9. Click 💾 (Save) to save.

10. You have completed this transaction.

Results
You have updated the employee's *Basic Pay* (0008) infotype from Pay Scale to Pay Band (Salary).

Comments
None.